

JOB DESCRIPTION
BROKEN TECH: BROKEN EARTH PROJECT CO-ORDINATOR
(22.5 HOURS PER WEEK)



About The Centre for Computing History

The Centre for Computing History (CCH) is a friendly and accessible museum with a strong focus on learning. Our core purpose is to use our collections, displays, learning programmes, and events to explore the social, cultural and historical impact – the lived experience - of developments in computing from the past 80 years. Future generations will wonder how this massively important and transformative cultural development happened in just 80 years. Through hands-on and inclusive experiences, we explore how these powerful devices became an inextricable part of all our lives and changed our world.

The staff team at CCH consists of 6.8 full-time equivalent employees, most working part-time hours, supported by nearly 50 volunteers.

About Broken Tech: Broken Earth

CCH's collection celebrates the incredible evolution of computing technology over the past 80 years. However, with tech embedded in all our lives, and the UK predicted to generate over 30,000 tons of e-waste a week by the end of this year, the museum is keen to work with local people and organisations to explore how to reinterpret our collection and tell alternative stories about the environmental impact of tech.

This exciting initiative is funded by the Esmée Fairbairn Collections Fund, run by the Museums Association. The fund aims to encourage participatory practice in museums, and this concept lies at the heart of this project. Participatory practice means involving visitors and communities in the creation and interpretation of museum exhibitions, programs, and events content – asking for stories about objects in the collection, rather than assuming we know what the most important stories are. This approach is inclusive, encourages visitors to feel ownership and helps museums discover untold stories about their collections.

This project will engage the local community in exploring the environmental and social impacts of the tech boom, in Cambridge and the wider world, and co-designing an approach to acknowledging the impact of technology at the museum. It gives us a platform to raise awareness and create change, while increasing the involvement of the local community in our work.

What are the specific environmental issues we want to explore?

- Electronic or e-waste, and other environmental concerns
- Resources needed for future Innovation

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- Digital Carbon Footprints
- Local History

It's not possible to say what exactly will happen during this two-year project, because it will be designed by the people who get involved! We will be holding events to capture ideas, start to gather stories, and are planning recycling and awareness raising events, most likely electronics repair cafes. We are already speaking with local charities and other organisations who are keen to support the project, but we want to work with as many community groups, local people, media, schools and businesses as possible.

THE ROLE

The Project Coordinator will be responsible for the day-to-day running of Broken Tech: Broken Earth. Reporting to the CEO, the post-holder will work across the organisation: senior management, Partnerships, Learning, Collections and Volunteering teams. At the end of this two-year grant, we will have involved the local communities in activities which allow us to co-design **an approach** to telling the story of tech's impact on the local and global environment through our collection and getting people to act on e-waste.

Main Areas of Responsibility

- Supported by the CEO and teams at CCH, drive the project, ensure it runs to time, hits key targets and achieves its aims.
- Manage relationships with key internal and external stakeholders and project partners.
- Work with partners and other teams to engage local community members in the project.
- Support monitoring and evaluation activities to understand the impact of the project and facilitate learning.
- Work with internal and external teams to plan, coordinate and deliver engagement events for families, local community groups and schools.
- Record progress using our Beacon CRM.
- Supported by the Partnerships & Development Manager, prepare reports back to funders, trustees and other stakeholders.
- Work within budget/timescales and assist the Finance Manager in managing the project budget.
- In partnership with CCH staff, recruit and manage volunteers to assist with the project.

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- Contribute to an effective partnership between CCH and the Museums Association, including attending Museums Association meetings as necessary.
- Take notes of meetings and disseminate where necessary
- Undertake any other related responsibilities commensurate with the evolving objectives of the post and the evolution of the CCH, as may reasonably be requested by senior staff.
- Work with due regard for CCH's core values and objectives.
- Ensure compliance with all CCH policies including Health and Safety, Equality, Diversity, and Inclusion (EDI), Safeguarding and working with volunteers and young people.
- Work flexibly where appropriate in the evening, weekends and during school holidays to ensure full and supportive delivery of the project.
- The post-holder may be required to undergo an enhanced DBS (Disclosure and Barring Service) check.

Person Specification: *A = Application I = Interview T = Task

Criteria	Assessment AIT*	Essential or Desirable
Skills and Experience Excellent interpersonal and advocacy skills. The ability to build positive and effective working relationships with a variety of stakeholders of all ages and backgrounds including partners, senior management, staff and volunteers at CCH and visitors to the museum. Ability to handle challenging situations with patience and professionalism.	A/I/T	Essential
Strong organisational and time management skills with the ability to plan, work across multiple tasks and prioritise effectively to meet deadlines and project targets, sharing learning and demonstrating impact.	A/I	Essential
Experience facilitating in-person and/or online events and activities from start to finish, including liaising with partners, managing logistics, safeguarding, health and safety and risk assessments.	A/I	Essential
Excellent written and verbal communication skills for a range of audiences: developing project and marketing plans, activities, reports and correspondence, and delivering presentations.	A/I/T	Essential

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A creative, positive, proactive and self-reliant approach to work with proven ability to work independently, problem-solve and take initiative to achieve results.	A/I/T	Essential
Computer literate, with a good working knowledge of Microsoft Office and online collaboration tools.	A/I	Essential
A practical understanding of diversity, inclusion and equal opportunities. Commitment to CPD and training.	A/I	Essential
Experience collecting and reviewing quantitative or qualitative and evaluation data and recording outcomes of activities. Using this data to identify and share key trends, inform the direction of work, and demonstrate impact.	A/I	Essential
Interest in conservation, ecology and promotion of a circular economy.	A/I	Essential
Interest in computing history.	A/I	Essential
Experience working on new programmes and initiatives which have been co-designed or co-produced, ensuring stakeholder involvement and input throughout the process.	A/I	Desirable
Experience keeping track of spend to remain on-budget.	A/I	Essential
Experience using Beacon CRM.	A/I	Desirable
Experience of the museums and heritage sector	A/I	Desirable
Track record of working with colleagues to create resources, marketing materials and case studies for use online and offline	A/I	Desirable

How to Apply

Interested applicants are requested to email the following documents to admin@computinghistory.org.uk.

- Your CV (please ensure this does not include your age, gender or any other personal characteristics)
- Supporting statement explaining how you meet the criteria in the person specification. This should address the essential points of the person specification.

This information is used when shortlisting candidates for interview

Interviews: W/c 7 Oct, in person at the Centre for Computing History CB1 3EW. The interview will include a short task, which you will be able to prepare in advance.

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Please note that due to the timescales of this project, we may interview on a rolling basis, which means we review and progress applications as they are received. We therefore encourage early applications.

Closing date for applications: 5pm, Sunday 29th September

We are a disability, neurodiversity and mental health inclusive employer and want to ensure that you have a barrier-free recruitment experience. If you need adjustments during the recruitment process or require assistance completing an application as the result of disability, please email admin@computinghistory.org.uk

Research shows some people, especially women and marginalised groups, may hesitate to apply unless they match all the criteria. However, we want to assure everyone that we encourage applications from all individuals, regardless of whether they fulfil every point in the job description. Your unique perspective matters to us – please apply with confidence.

We regret that we may not be able to respond to all applications so if you do not hear back from us within three weeks of applying, please assume that you have not been successful on this occasion.

Terms of employment and remuneration

- Project Co-ordinator (Fixed Term, Part time)
- Job Title: Broken Tech : Broken Earth Project Co-ordinator
- Hours: 22.5 hours per week ideally worked across three days (Weds-Fri) but flexibility is possible, subject to agreement (0.6 FTE). The role is likely to involve work outside of these hours, in the evenings and at weekends. Fixed term until September 2026.
- Salary: £26,728 p.a. pro-rata
- Responsible to: CEO
- Location: Cambridge (some homeworking possible subject to agreement)
- Annual Leave entitlement: 28 days pro-rata p.a., including bank holidays
- Start: As soon as possible.